



# 2006-2007 School Budget

Electronic Files

What to return to the Idaho  
Department of Education



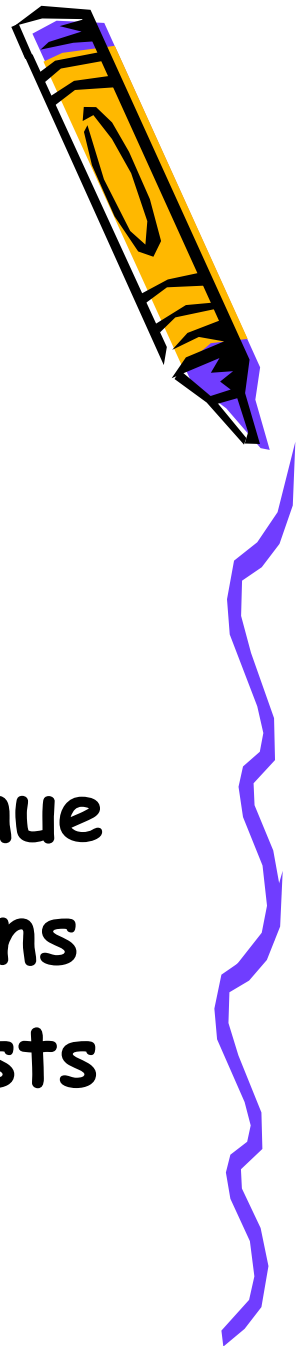
# What to send to Idaho Department of Education IF ELECTRONIC



- ✓ Mail or fax
  - Signed Certification page
- ✓ Email, diskette or cd
  - Budget Pages - Revenues and Expenses
  - All Funds
  - All Other Supporting Pages as required .



# Detailed Listing



- Revenues
- Expenditures
- Summary Statement; All Funds
- Est. M & O State Support Revenue
- L-3; Tax Certification Calculations
- L-4; Limitation on Budget Requests



# Criteria of electronic files



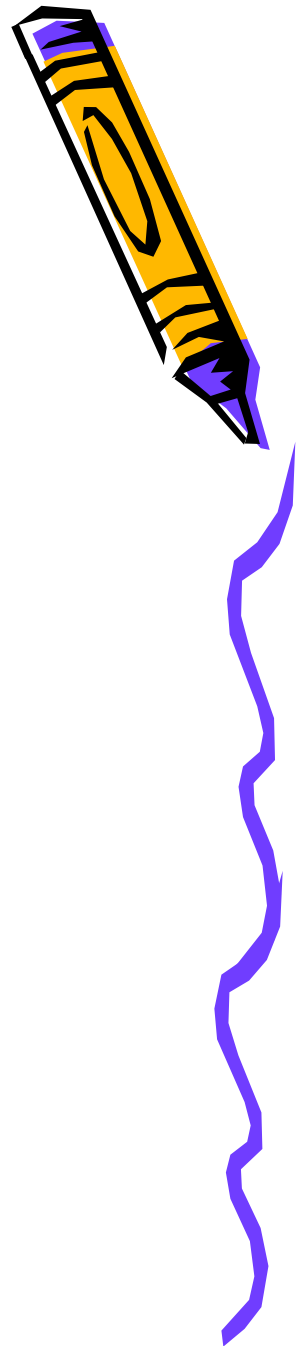
- ✓ Must be the complete budget (all funds) as approved by your Board of Trustees.
- ✓ Must conform to the IFARMS codes
- ✓ Must conform to Budget format provided by sde
- ✓ Excel format appreciated



# Timeline Relating To Budgets

- By **April 28, 2006** - notify County Clerk(s) of hearing date and location.
- No later than 28 days prior to the annual meeting -
  - Must **Prepare a Budget**
  - Must have a **Public Hearing**
- At the public hearing, or at special meeting no later than 14 days after
  - Must **Adopt Budget**
- **Annual Meeting** - regular July meeting
- **Submit signed copy to State**
  - Signed by Superintendent/Charter Administrator and Chairperson of the Board of Trustees
  - Due no later than 21 days after budget is adopted
- **Certify budget to County Commissioners**
  - **September 7, 2006** (Schedule L-2)
  - **September 11, 2006** (Certify Emergency fund, if applicable)

# Questions??



- **Contact**

- Myrna Holgate
- Idaho Department of Education
- Public School Finance
- 208-332-6845
- Email - [mlholgate@sde.idaho.gov](mailto:mlholgate@sde.idaho.gov)

